

Lamar Alexander

United States Senator • Tennessee

3322 West End Avenue
Suite 120
Nashville, TN 37203



615.736.5129 - Phone
615.269.4803 - Fax

General Information

The procedure for selection of nominees for service academies varies with each Senator and Congressman. In this packet, we will try to provide all the information you may need in completing your application process. Service academy nominations by Senator Alexander are handled by our **Nashville office**. Please feel free to contact that office should you have any questions or need assistance in completing the process. It is **your** responsibility to ensure your application and all required information is complete and has been **received by our Nashville office on or before the deadline of October 1, 2020**. We strongly urge you to strive to submit your application by September 1, 2020 to ensure ample time for supplying any items missing from the application by the absolute deadline of October 1st. Please advise those sending recommendations that you **must** meet this deadline. Please submit all required materials to our Nashville office in one package. This should prevent any confusion about receipt of the articles.

Nominating Authority

Competition for nominations is heavy, therefore, we urge you to apply to every nominating authority available to you. Members of Congress may nominate applicants who meet the eligibility requirements established by law. United States Senators nominate from applicants in their entire state. United States Representatives nominate from applicants domiciled in their congressional districts as constituted at the time of their election. Applicants may apply for and receive nominations from both their United States Senators and from their United States Representative. Senator Alexander must submit his nominations to the service academy by January 31, 2021. Each Senator and Congressman can have five (5) cadets "charged" to them at any given time. The number of nominations each may submit each year is determined by the number of those cadets "charged to them" graduating or leaving the academy during a given year. Each Senator or Congressman is allowed ten (10) nominations for each such vacancy. Please note that this does not mean that only one candidate out of the ten nominees will be offered an appointment. The system is structured in a way that there may be multiple nominees offered appointments; but, only one of those who accept will be charged to the Senator or Congressman. The final ranking and subsequent appointments will be at the discretion of the academies. The service academies notify candidates of their selection by May 1, 2021. The deadline for candidates to respond to the academy is May 15, 2021. Alternates will be considered after that date.

Applicants may also apply to the Vice President of the United States, who can nominate applicants from the country at large. The guidelines for the vice presidential nomination is the same as that of the Senators and Congressmen. The Vice President has given permission for the academies to nominate on his behalf. The application for a vice presidential nomination may be found on the academy websites.

An unlimited number of presidential nominations are available for children and/or legally adopted children of career officers and enlisted personnel of the armed forces, active or reserve, including the Coast Guard. One hundred candidates may be appointed with these nominations each year. A parent in the Reserves must be serving as a member of a reserve component and be credited with at least eight years of service or must be entitled to retired pay (except that he or she is not yet sixty years old). Otherwise, the parent must currently be on active duty (other than for training) and have served continuously for at least eight years or have been retired with pay or granted retired or retainer pay. The President may also appoint the children of Medal of Honor winners.

Service Academy Contact

With this packet, you have been provided a list of service academies with their contact information. Your **first priority should be to contact the academy of your choice requesting a pre-candidate application**. They will provide for you general information and detailed requirements for admission to their academy. Please list only on your application those academies which you are interested in attending and to which you have applied.

Interview

After review of the candidates' files, those eligible for interview will be required to have a personal interview which will be scheduled in late October or early November. Those who have submitted completed applications and eligible for interview **will be contacted by email** in late-October or early-November to arrange the date, time and place for their interview. The interview will be conducted in Senator Alexander's regional office local to your area. If you are military family based out of the country, but your parent's home of record is Tennessee, or if you are a Tennessee resident attending school out-of- state, we will make arrangements for an interview via phone.

Review Panel

Each candidate will be considered on a basis of leadership potential, academic performance, extra-curricular activities, **three** letters of recommendation, personal interviews and physical fitness. After all interviews are completed, we will have a review board meet to review the files of all candidates. After this meeting, the review board will submit their recommendations to the Senator for his consideration in nominating candidates to the academy. Once the process is completed by all congressional offices in the state, we will meet to compare our lists to try to spread out the nominations as much as possible. You need only one nomination to receive an offer of appointment.

Status Change

Please keep in mind that we have numerous candidates applying for nomination. Should your status change at any time, please let us know immediately so we can consider others. You should continue to pursue the opportunity to attend the college of your choice. The academies suggest that since some colleges require deposits prior to the date the academies announce their selections, you may wish to proceed with the application process even if you lose your deposit. It is better to have that "insurance" rather than lose the chance to attend the school of your choice.

Nomination Requirements

Residency

Senator Alexander can only nominate students who are citizens of the United States of America and legal residents of the State of Tennessee. You, or your parents, must claim Tennessee as your primary residence and/or be registered to vote in Tennessee. If you have any questions regarding residency, please contact our office.

Application Form

Please complete the enclosed application form as soon as possible. It is preferred that you send the required information to us in one package. If you are printing the application form from our website, please print with black ink (no colored ink, please). Again, it is **YOUR** (not your parents' or teachers') responsibility to ensure all information is received in a timely manner. Please specify the academy of your choice. If you have multiple choices of academy, please list the order of your preference in the block provided. We urge you to apply to all academies you would consider attending. In some incidences, we may nominate you for your second choice to give you a backup in case you are not accepted by the academy of your first choice. **Please be sure to complete pre-candidate application with all academies marked.** Your academy choice may be changed any time **prior to the October 1, 2020 deadline**.

Essay

Please provide a **one-page (one-side)** typewritten essay with **10 pt. or larger font** briefly stating the reasons you want to attend the academy of your choice. ***This should be in essay form – not in letter form.***

List of Activities

Briefly list any activities, including church-related, clubs, sports and/or honors received, limiting to **one-page (one-side)** with **10- pt. font**.

Academic Recommendation Form

This form is to be completed by your principal or guidance counselor. Remind them this **must be received in the Nashville office on or before October 1, 2020 with the rest of your packet**. Please have the principal or guidance counselor provide your numerical class rank and the approximate size of your class. This information **MUST** be included in the recommendation form completed by your guidance counselor or principal. Should your school not rank students please have the guidance counselor or principal provide an estimate.

Transcript

Ask your principal or guidance counselor for an official transcript which includes your course listing, current GPA, grades, class rank and SAT/ACT test scores. Your final junior grades must be listed on the official transcript. A report card is not eligible.

Standardized Test Results

You must take either the ACT or SAT prior to October in order to forward the results by the October 1, 2020 postmark deadline. If you prefer for ACT and SAT to forward the report to our office direct, you may submit to them the code for Senator Alexander, which is 7183 for ACT and 1987 for SAT. This is **absolutely** the only item we will accept after the deadline of October 1, 2020 and it must be received before the panel meets in November to be considered. Please keep in mind that the academies use super scoring so it is very important that we get ALL of your test scores.

Letters of Recommendation

Have **three** people who know you well, a minister, coach, scoutmaster, teacher or employer write a recommendation letter for you. These should not be from family members. Please keep in mind that one of the main characteristics the service academies are looking for is **leadership**. While grades are very important, academic recommendations do not reflect the entire picture of your character. Therefore, we would appreciate your being very selective in the three individuals you ask to write your recommendation letters, and **not** have all three letters provided by teachers. **We will accept only the first three recommendation letters we receive.** These three letters are in addition to the recommendation letter by the guidance counselor or principal who completes your academic recommendation form. In the packet, we have included four copies of the "Letter of Recommendations Instructions" form. One of these sheets should be given to each person who is submitting a recommendation for you. This should answer questions they have about submitting the recommendation and most importantly gives them the deadline set forth. Due to the amount of applications we receive and the length of time it takes for panel review, we ask that you please stress to those writing the letters that they **limit the letter to one-page in length (one-side) 10 pt. or larger font and the letter MUST be signed.**

Submission of Application Packet

Please, do not send your completed application packet by facsimile; Mail it! Faxed copies do not always print clearly and with the large volume of faxes received materials could be misdirected. There is no need to spend the extra money involved in sending packets via overnight services (i.e., FedEx, UPS, US Mail Overnight or Priority Service). If you live in the U.S. and send it by regular USPS at least 4-5 days before the deadline, it should make it on time. Plan to submit the packet in early September; then, if there are missing items it will allow time for the packet to be reviewed and for you to be advised of what needs to be submitted before the deadline. *Just remember: Plan ahead, save money and be secure and relaxed in knowing everything is in order.*

Returning Applicants

If you have already graduated from high school and are re-applying for nomination, please contact our office. You will need to submit to us transcripts from the college or prep school you are attending and your final high school transcripts. The academy is most interested in seeing that you are taking courses comparable to those the first-year cadets are required to take and that you are maintaining grades competitive to those achieved by the first-year cadets. It is most important that you pay particular attention to taking the courses which will best prepare you as a candidate for admission to the academy. Please contact the service academy coordinator for additional information.

Medical Requirements

Candidates who meet minimum scholastic standards will be scheduled to take a service academy qualifying medical examination at a military or civilian contract facility near the candidate's home. Although medical qualification standards vary for each of the academies, only one exam is required. Additional tests may be necessary and may vary depending upon the academy. Scheduling the evaluation of the exam is accomplished by the Department of Defense Medical Examination Review Board (DoDMERB). Candidates who have questions about their medical status or examination scheduling may be emailed to dodmerb@dodmerb.tma.osd.mil or via letter to DoDMERB, 8034 Edgerton Drive, Suite 132, USAF Academy, CO 80840-2200 (please include daytime phone number and/or email address).

Eligibility

Each applicant for nomination must meet the following eligibility requirements as of July 1 of the year of admission to the academy:

- Age:* Be at least 17 years old, but not have passed the 23rd birthday (25th for the U.S. Merchant Marine Academy).
- Citizenship:* Must be a United States Citizen and a legal resident of Tennessee.
- Marital Status:* Be unmarried, not pregnant, and have no legal obligation to support children or other dependents.

Deadline

Mail all required information to arrive in our Nashville office on or before October 1, 2020 to:

Office of Senator Lamar Alexander
Attn: Service Academy Coordinator
3322 West End Avenue, Suite 120
Nashville, Tennessee 37203

- October, 2020** Have successfully taken the ACT/SAT test.
- October 1, 2020** All paperwork has been mailed, i.e. application, transcripts, letters of recommendation, essay, to arrive on or before this date.
Packets received by facsimile will not be accepted. You are urged to submit the packet by September 1st for review for any missing items allowing time for any missing components to arrive before the deadline.
- Late October or Early November, 2020** Interview to be conducted. (You will be contacted by email to schedule.)
- Mid-November, 2020** Review board will meet to review eligible candidates' files.
- January 31, 2021** Deadline for congressional offices to submit nominations to academies.

Please Note: Graduation from a service academy obligates you to serve **five years of active duty.**

Checklist for Candidates:

(This form is solely for your personal use and does not need to be returned with your packet.)

- ☐ **Application**
- ☐ **Essay – one-page, typewritten (essay form – not in the form of a letter)**
- ☐ **List of Activities, Honors, Awards (briefly list; one-page; one-side)**
- ☐ **Recommendation form and letter (one-page; one-side) from Principal or Guidance Counselor**
- ☐ **Official Transcripts**
- ☐ **ACT and/or SAT Test Scores**
- ☐ **Letters of Recommendation (one-page; one-sided) (3 required)**
- ☐ **Interview Scheduled (Service Academy Coordinator will contact you via email to schedule this)**

Date: _____ **Time:** _____ **Place:** _____

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ACADEMY CONTACT INFORMATION

U.S. AIR FORCE ACADEMY

HZ USAFA/RRS
Director of Admissions
2304 Cadet Drive, Suite 200
Colorado Springs, CO 80940
800.443.9266 – toll free
719.333.3647 – facsimile
www.academyadmissions.com

U.S. MILITARY ACADEMY

Director of Admissions
600 Thayer Road
West Point, New York 11096-9902
845.938.4041 - phone
www.usma.edu

U.S. NAVAL ACADEMY

Director of Candidate Guidance
117 Decatur Road
Annapolis, Maryland 21402-5018
410.293.4361 - phone
www.nadn.navy.mil

U.S. MERCHANT MARINE ACADEMY

USMMA Admissions
300 Steamboat Road
Kings Point, New York 11024-9997
516.773.5391 – phone
866.546.4778 – toll free
www.usmma.edu

U.S. COAST GUARD ACADEMY*

Director of Admissions
31 Mohegan Avenue
New London, Connecticut 06320-8103
860.444.8444 – phone
800.883.8724 – toll free
admissions@cga.uscg.mil - email
www.cga.edu

**Please note: The U.S. Coast Guard Academy is the only one of the armed forces service academies that offers appointments solely on the basis of an annual nationwide competition; there are no congressional nominations or geographic quotas involved.*

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APPLICATION FORM

Please read Application Instructions thoroughly. Failure to comply with instructions can jeopardize your chances or receiving a nomination to one of the United States service academies. Please print legibly in ink.

Full Name: _____
(Last) (First) (Middle) (Call by)

Permanent Address: _____
(Street Address) **SS#** ____ - ____ - ____

(City) (State) (Zip Code + Four) **Phone:** ____ / ____ - ____

(email address) **Cell Phone:** ____ / ____ - ____

Temporary Address: _____
(Street Address) **Phone:** ____ / ____ - ____

(City) (State) (Zip Code + Four)

Place of Birth: _____ **Date of Birth:** _____
(City, State)

TN Resident: _____ **US Citizen:** _____ **Height:** _____ **Weight:** _____
(Yes/No) (Yes/No)

Father's Name: _____ **Daytime Phone:** ____ / ____ - ____

Mother's Name: _____ **Daytime Phone:** ____ / ____ - ____

Name of School: _____ **Date of Graduation:** _____

Principal: _____ **School Phone:** ____ / ____ - ____

Counselor: _____ **School Phone:** ____ / ____ - ____

Please rank by order of choice ONLY those for which you have completed a pre-candidate application. Do not list academies to which you are not applying and to which you do not wish a nomination.

Academy of Choice: _____ U.S. Air Force _____ U.S. Military
 _____ U.S. Naval _____ U.S. Merchant Marine

ACTIVITIES/LEADERSHIP DATA

Please attach a **one-page** typewritten list of extra-curricular activities in which you have participated including any leadership offices you have held.

Please Read Carefully Before Signing:

I have read the information contained in this packet explaining Senator Alexander's nominating procedures. I understand the Senator's requirements, including the requirement of a personal interview. I am also aware that **my completed application packet must be complete and received in Senator Alexander's Nashville office on or before the deadline of October 1, 2020.** I certify that I am a United States citizen and a legal resident of the State of Tennessee and there is no known reason I should not be medically qualified to receive an appointment to a service academy, if nominated. I hereby give permission for Senator Alexander's office to share the information contained herein with his staffers and/or those individuals reviewing the information herein to assist in determining nominations to the academies listed above.

(Candidate's Signature)

(Date Signed)

(Optional - Photo Here)

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PLEASE NOTE: This form is to be completed by a guidance counselor or principal. Completion of this form is a requirement for service academy consideration. All documents must be received by our Nashville office no later than October 1, 2020. Files not complete by that date will not be considered for nomination. Materials submitted via facsimile will not be accepted.

(City) (State) (Zip)

Please attach a **one-page (one-side)** letter of recommendation for this candidate including his personality traits, leadership characteristics, ability to get along with others, ability to work under pressure and school activity participation.

Numerical Class Rank/Size: _____/_____ (Required information. If your school does not rank, please estimate.)

Please return this form, including a letter of recommendation, school transcripts and ACT and/or SAT scores to the candidate for him/her to send to us with the rest of the application packet. Please feel free to contact our office and ask for the service academy coordinator should you have any questions.